

BICKLEIGH PARISH COUNCIL

The Council Offices, The Woolwell Centre, Darklake Lane, Woolwell, PL6 7TR

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Minutes of a meeting of Bickleigh Parish Council held on Thursday 24th April 2025 at 7.30pm in the Woolwell Centre PL6 7TR

Present: Cllr Brian Hill (Chair) Cllr Larry Taylor (Vice Chair), Cllr Paul Blight, Cllr Andrew Clarke, Cllr Nicky Hopwood, Cllr Jackie Taylor.

In attendance: Mrs H Broughton and a representative from the Woolwell Centre.

Open Forum

A representative from the Woolwell Centre spoke about a grant application listed on the agenda. She provided further background on the request, explaining that the Centre has not yet reached financial stability. She distributed documents detailing the Centre's ongoing expenses, which include £31,318 in 2024 for new or replacement equipment, £36,000 for gas and electricity (though it is anticipated that newly installed solar panels will help reduce future energy costs), and monthly staffing expenses of approximately £20,000. She also noted that recent increases in the minimum wage and national insurance contributions have further raised operating costs, as well as the costs of maintaining the correct required licences in order to operate the Centre as an entertainment venue. Several questions were asked; she was able to answer some, while others she suggested should be directed to the trustees. The Chair thanked her for attending and for providing the information.

115. **Apologies for absence** were received from Cllr Gary Stewart and Cllr Geoff Pithouse.
116. Cllr Blight declared an interest in item 122xii, the nature of his interest being that he was an employee of The Dodd Group.
117. A dispensation was requested by Cllr Blight in order to discuss issues relating to the Woolwell Centre ongoing works.
118. It was agreed that the **minutes** of the Parish Council Meeting held on 27th March 2025 be signed by the Chair as a true record.
119. **County and District Councillors reports**
There was nothing to report.
120. **Action List**
The action list was noted.
121. **Devolution**
There was no update.
122. **Finance and Administration**

- i. A grant application from the Woolwell Centre was considered. It was unanimously agreed to approve an initial grant of £10,000. A decision on the second half of the grant will be made later in the year, once the 2024 accounts are available. A meeting with the Trustees will also be arranged.
- ii. Receipts and payments against budget as at 31st March 2025 were reviewed and approved.
- iii. Bank reconciliations to the 31st March 2025 were noted and approved (appendix a).
- iv. It was noted that the VAT refund claim has been submitted.
- v. The conclusion of the internal audit was noted.
- vi. The internal audit report was noted.
- vii. Section 1 of the Annual Governance Statement 2024-2025 (AGAR 1) was unanimously approved and signed by the Chair.
- viii. Section 2 Accounting Statements 2024-2025 (AGAR 2) was approved and signed by the Chair.
- ix. It was agreed that the period for the exercise of public rights runs from Tuesday 3 June – Monday 14 July 2025.
- x. The statement of internal control was approved.
- xi. The Financial Risk Assessment was reviewed and approved.
- xii. The following payments were approved and it was noted that invoices had been circulated to all councillors.

Pre-paid

SUPPLIER	DETAILS	TOTAL	VAT	NET
Cutec	Microsoft monthly fee	71.16	11.86	9.30

For approval

SUPPLIER	DETAILS	TOTAL	VAT	NET
DM Payroll	Payroll annual fee	120.00	0	120.00
Fire RA SW Ltd	Fire RA	690.00	0	690.00
South Hams DC	Empty dog bin – Pickpie	312.00	52.00	260.00
Devon Assoc of Local Councils	NALC and DALC annual fee	1071.80	128.80	943.00
HMRC	PAYE bill month 10,11,12	588.63	0	588.63
H Broughton	Salary April	707.55	0	707.55
NEST	Pension March	65.86	0	65.86
Woolwell Centre	Room hire May	78.00	0	78.00
The Dodds Group	Stage 3 payment	26563.06	4427.18	22135.88

109.

Woolwell Centre

Some updates were given on the progress of work in relation to the Heating and Controls Upgrade Program currently being undertaken.

110. **Planning**

It was agreed to make no comment on the following planning application:

4122/24/FUL - Little Down Roborough Down Plymouth PL6 7AS. Demolition of existing house & garage & construction of replacement house with garage & related works (re-submission of 3994/23/FUL)

111. **Roborough Village Hall:** There was no update.

112. The **date of the next meeting (Annual Council Meeting and Annual Parish Meeting)** were scheduled for 22nd May 2025 at the Woolwell Centre.

The meeting closed 8.55pm